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Contract Correspondence Transmittal (CCT)

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Key Words/Phrases: Foster Parent web-based training/Moodle	
Attachments/Forms:	

Please note, there are some changes coming to this web page:

By the end of September, the trainings available on the PCCTS website will be archived and no longer available. They are being replaced with newer versions, and will be hosted on Moodle, our new learning management platform. To access these trainings, parents will need a TRIS account. To create a TRIS account, an online "Personnel Update Form" needs to be completed by the agency of the parent. The link to the online form is located at https://tris.eku.edu/rwcp.

Foster parent applicants must complete the following electronic courses by logging into the Private Childcare Placing Agency Foster Parent Portal (https://learn.trc.eku.edu/moodle/enrol/index.php?id=376) prior to approval:

- Medical Passport
- Medication Administration
- Non-Certified Basic First Aid Skills and Universal Precautions
- Pediatric Abusive Head Trauma
- Reasonable and Prudent Parenting Standards

Training credit will be awarded in PCP-TRIS after completion of each course. If necessary, parents will be able to print a certificate of completion for each web-based training they complete.

What do I need to do?

1
- Agency staff submit Personnel Update form for parents by visiting https://tris.eku.edu/rwcp

2
- Agency staff will receive an email that includes the parent's username and temporary password
- Within two business days, the parent should be able to login to the Private Childcare Placing Agency Foster Parent Portal by visiting https://learn.trc.eku.edu/moodle/enrol/index.php?id=376

3
- In order to enroll in the portal and receive access to the trainings, the parent will need to type CONFIRM (all caps) in the enrollment key box and click the maroon "Enroll me" button. This will only be necessary the first time visiting the site.

4
- Parents will see the Private Childcare Placing Agency Foster Parent Portal
- Review the instructions and information provided in the portal
- Select a course in order to access training content

5
- After completing all required content for a course, a link will appear below "Verification of Training Credit" that must be clicked in order to obtain training credit.

If you have additional questions please contact Marie Johnson, Eastern Kentucky University, University Training Consortium at   marie.johnson@eku.edu.